

## AMS/FAST CHANGE REQUEST (CR) COVERSHEET

**Change Request Number:** 21-83

**Date Received:** Aug 10, 2021

**Title:** Batch# 15 OTA Guide

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**Initiator Name:** Joshua Fletcher

**Initiator Organization Name / Routing Code:** Procurement Policy Branch, AAP-110

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**Policy and Guidance:** (check all that apply)

- ☐ Policy
- ☐ Guidance
- ☐ Procurement Forms, Templates and Samples
- ☐ Real Property Templates and Samples
- ☐ Procurement Clauses
- ☐ Real Property Clauses
- ☒ Other FAST Tools and Resources

**Summary of Change:**

The second appendix was updated with a new OTA file checklist.

**Reason for Change:**

Ensure compliance with documents in the procurement forms, templates, samples, and tools and resources sections of FAST and existing AMS policy/guidance to provide for efficient and effective policy for the use by the AAQ community.

**Development, Review, and Concurrence:** AAP-110, AAP-100, AAQ, ACG

**Target Audience:** Acquisition Workforce

**Briefing Planned:** No.

**ASAG Responsibilities:** None.

**Section / Text Location:** Procurement/References

**The redline version must be a comparison with the current published FAST version.**

☒ I confirm I used the latest published version to create this change / redline

**or**

☐ This is new content

**Links:** <https://fast.faa.gov/docs/OtherTransactionGuide.docx>

**Attachments:** Redline and final documents

**Other Files:** N/A.